

# **City Manager – City of Delaware City**

**SALARY GRADE:** Salary Negotiable.

**MINIMUM QUALIFICATIONS:** Appointed solely on the basis of his/her executive and municipal administrative qualifications. The ideal applicant should have a Bachelor's Degree in Public Administration or a related field along with at least five (5) years of municipal-governmental experience. Public-sector work experience may serve as an education substitute.

**REQUIREMENTS:** Must pass criminal background investigation and other pre-employment vetting.

**NATURE OF WORK PERFORMED:** Acts as the chief administrative officer of the City, and is responsible to the Mayor and Council of Delaware City for proper administration of the affairs of the City placed in his/her charge by or under the Charter of the City of Delaware City. Reports at each regular City meeting on activities and achievements of prior month. Makes appointments and hires employees. Directs and supervises the administration of all departments, officers and agencies of the City. Attends Council Meetings and ensures faithful execution of all laws, ordinances, provisions of the Charter of the City of Delaware City, and acts of the Mayor and Council. Prepares and submits the annual operating budget, capital plan and capital budget, and reports on the financial and administrative activities of the City at the close of the fiscal year. Advises, and makes recommendations to, Mayor and Council as to the financial condition and future needs of the City. Responsible for collection of taxes, assessments, rentals, license fees and other charges due to City. Executes agreements, contracts, bonds, deeds, leases and other necessary documents when authorized by Council on behalf of the City. Performs all related work as required and as more fully set forth in the Charter of the City of Delaware City.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Should have expertise in grant writing, budget and finance, intergovernmental and community relations, redevelopment and economic development. Should possess exceptional interpersonal and communication skills, superior management and leadership abilities, and enjoy community involvement.

**CITY RESIDENCY:** Need not be a resident of the City or state at the time of his/her appointment, but may reside outside the City while in office only with the approval of the Mayor and Council of Delaware City.

**APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (5:00 P.M.):** February 3, 2017.

**APPLY:** Email Cover Letter, Resume, and References to [delawarecitymanager@connollygallagher.com](mailto:delawarecitymanager@connollygallagher.com).

Appointment of position is made by the Mayor and Approved by City Council

Delaware City is an equal opportunity employer and does not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.